

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Date/Time Stamp:  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2018 MAY -7 AM 9:41

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Interactive Advertising Bureau

Travel date(s): May 2, 2018

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$260 - Amtrak \$105 Chartered van ground transp.	N/A	\$65	N/A

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary

5/7/2018  
(Date)

ERIC EINHORN  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/7/2018  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



Wednesday, May 2nd

5:50 am – 8:52 am Amtrak train from Washington Union Station to New York Penn Station

8:55 am – 9:00 am Walk from Penn Station to HULU NewFront

9:00 am – 11:00 am **Attend HULU NewFront Presentation**

Staff will learn and see the innovative ways digital advertising is being integrated into video content. They will have the opportunity to hear facts and figures about user engagement with video advertising and better understand the video advertising market.

Location: Madison Square Garden Theatre

11:15 am – 11:45 am Travel to ESPN NewFront

12:00 pm – 2:00 pm **Attend ESPN NewFront Presentation (Lunch Included)**

Staff will have the chance to see how ESPN produces their award digital content and hear how the digital sports industry is being monetized.

Location: 547 West 26th Street

2:00 pm – 2:15 pm Travel to Self-Regulatory Briefing

2:15 pm – 3:15 pm **DAA / TAG Briefing**

Staff will hear from leaders of the two self-regulatory bodies that police the digital advertising industry: the Digital Advertising Alliance (DAA) and the Trustworthy Accountability Group (TAG).

Location: TBD

3:15 pm – 3:45 pm Travel to New York Times

3:45 pm – 4:45 pm **Visit and Tour of New York Times**

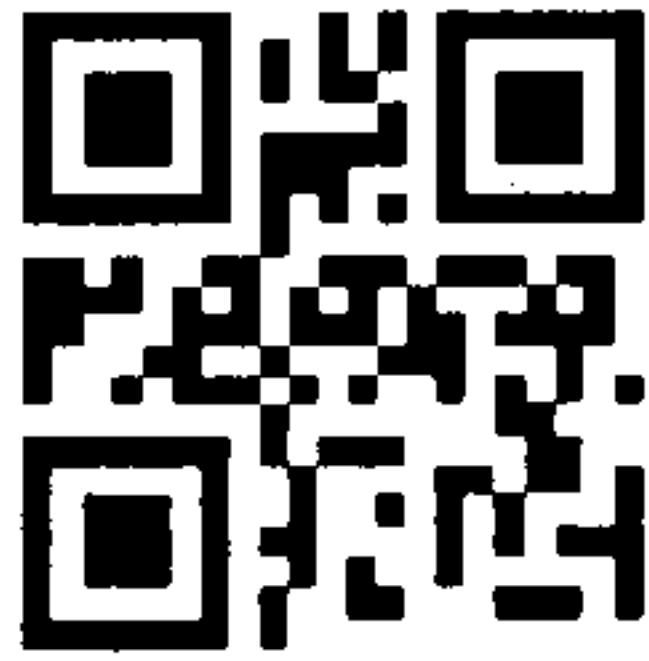
Staffers will learn the innovative ways NY Times is combining story-telling with digital advertising. They will also have the chance to hear from executives about the way online advertising is changing media.

Location: 620 8th Ave, 15th Floor

5:00 pm – 5:30 pm Travel to Penn Station

6:00 pm – 8:58 pm Amtrak train from New York Penn Station to Washington DC





PRESENT THIS DOCUMENT FOR BOARDING

RESERVATION NUMBER [REDACTED]

RES# [REDACTED]

WAS ➤ NYP

Round-Trip

WASHINGTON, DC

NEW YORK PENN, NY

MAY 2, 2018

Depart

TRAIN	NORTHEAST REGIONAL	WASHINGTON - NEW YORK (PENN STATION)	DEPARTS	ARRIVES (Wed May 2)
180	May 2, 2018	4 Reserved Coach Seats	5:20 AM	8:44 AM

Return

TRAIN	ACELA EXPRESS	NEW YORK (PENN STATION) - WASHINGTON	DEPARTS	ARRIVES (Wed May 2)
2119	May 2, 2018	4 Acela Express Business Cl Seats	6:00 PM	8:58 PM

PASSENGERS (4)

VAN STRALEN, KARA	ADULT
BUTLER, BENNETT	ADULT
EINHORN, ERIC	ADULT
JENSEN, LINDSEY	ADULT

AMTRAK GUEST REWARDS

No member number provided. Join at Amtrak.com  
No member number provided. Join at Amtrak.com  
No member number provided. Join at Amtrak.com  
No member number provided. Join at Amtrak.com

Proper Identification is required for all passengers. This document is valid for only passengers listed. See [www.amtrak.com/ID](http://www.amtrak.com/ID) for details.

IMPORTANT INFORMATION

• ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

- Try the FindYourWay app for personalized train and station information at New York Penn Station. Download it on Google Play or the Apple App Store today, or learn more at [Amtrak.com/findyourway](http://Amtrak.com/findyourway).
- eTickets for Reserved services are valid only for the specific train number, date and accommodation type booked.
- When should you arrive at the station? Check the recommended arrival times for your departure station at [Amtrak.com/stations](http://Amtrak.com/stations). Allow additional time if you require ticketing/baggage services or boarding assistance, or if you are boarding at a Canadian station.
- Tickets are non-transferable. They are valid only for the personal use of the passenger(s) named on the ticket.
- For Amtrak travel information, or to make adjustments to your travel plans, please visit [Amtrak.com](http://Amtrak.com), or call 1-800-USA-RAIL (1-800-872-7245).
- Your printed eTicket travel document shows the services you booked. If you change your booking but do not reprint the document, it will not reflect your current itinerary. You may obtain an updated copy of your eTicket at Amtrak.com. At some stations, a gate agent may need to view your eTicket prior to boarding (learn more at [Amtrak.com/boarding](http://Amtrak.com/boarding)).
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. For more information please visit [Amtrak.com/changes](http://Amtrak.com/changes).
- Carry-on baggage is limited to 2 personal items, 14x11x7" / 25lbs per item, and 2 bags, 28x22x14" / 50lbs per bag, per passenger. You may be charged a baggage fee or denied boarding if your items exceed these limitations. See the baggage policy at [Amtrak.com/baggage](http://Amtrak.com/baggage).

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# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Eric Einhorn

Employing Office/Committee: Sen. Schatz

Private Sponsor(s) (list all): Interactive Advertising Bureau

Travel date(s): May 2, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): New York City

Explain how this trip is specifically connected to the traveler's official or representational duties:

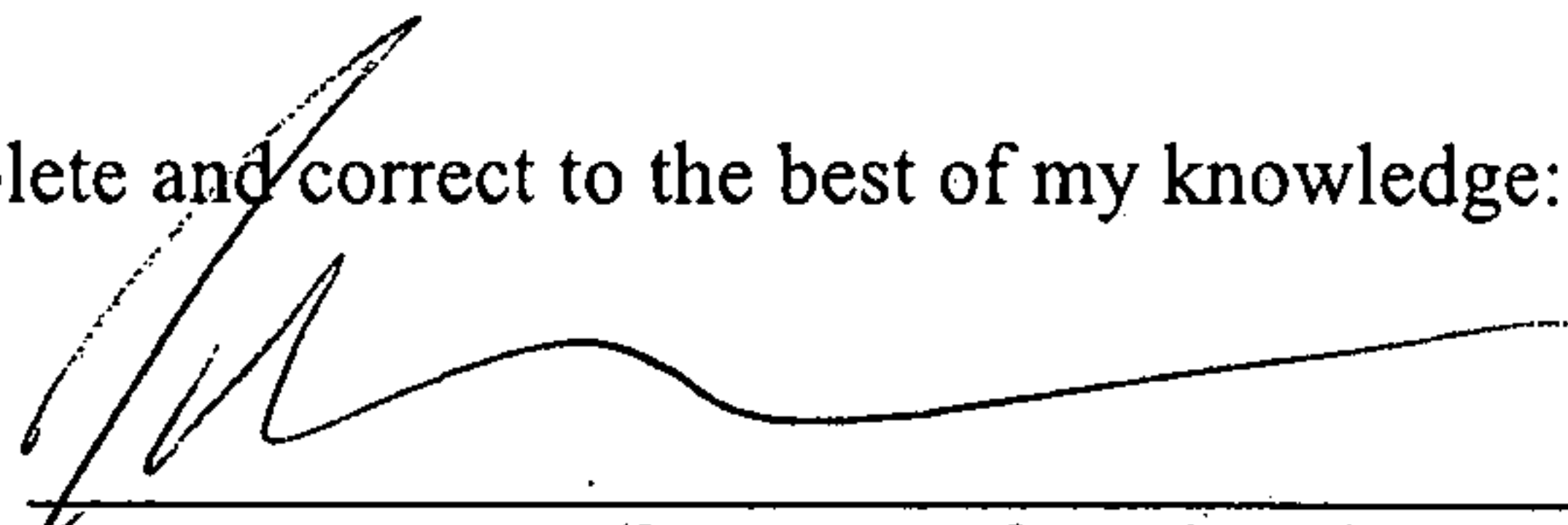
As Sen. Schatz's Senior Counsel for Technology and Communications Policy I am responsible for policy and legislation that touches on many aspects to the digital advertising industry. Digital advertising is a key driver for the business model of many internet companies. Understanding the methods, technologies, and business plans of the companies that rely on digital advertising is critical to my work. This educational opportunity will give me deeper insight into this industry and how digital advertising works.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/22/2018  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Schatz hereby authorize Eric Einhorn  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/26/2018  
(Date)

  
(Signature of Supervising Senator/Officer)





March 20, 2018

Mr. Eric Einhorn  
United States Senate  
Washington, D.C. 20510

Dear Eric:

The Interactive Advertising Bureau (IAB) ([www.iab.com](http://www.iab.com)) is the trade association for the digital advertising industry, an ever evolving space. As part of the work you do for Senator Schatz, who as a member of the Senate Commerce Committee oversees many of the issues critical to our industry, we would like to extend an invitation for you to visit several offices and events held by member companies of the IAB in New York City, on Wednesday, May 2<sup>nd</sup>, 2018.

The program will be designed to meet the ethics requirements for privately sponsored travel. We will provide you with a Trip Sponsor Form but you will need to complete a Traveler Form, including advance written authorization for your participation. These forms will then need to be submitted to your ethics officer for review at least 30 days before the start of the trip (no later than Monday April 2<sup>nd</sup>).

We are happy to answer any questions you may have and look forward to meeting with you in May.

Sincerely,

Randall Rothenberg  
President & CEO  
Interactive Advertising Bureau

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Interactive Advertising Bureau (IAB).
2. Description of the trip: IAB is inviting Congressional staff to its annual NewFront event in New York, NY  
for a one day event focused on the digital advertising industry.
3. Dates of travel: May 2, 2018
4. Place of travel: New York, NY
5. Name and title of Senate invitees: Please see the attached invite list.
6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
**-OR-**  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
**-AND-**  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
**-AND-**  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

As the sole sponsor, IAB invited Congressional staff to this event to engage on issues relating to digital advertising. IAB planned and organized all aspects of this trip and event.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

IAB is the trade association for the digital advertising industry. Its missions are developing technical standards and best practices, fielding research on interactive advertising, and education, and this trip will highlight and educate about developments in digital advertising.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

IAB sponsored a Congressional trip to its NewFront event in 2016, and to its Content Studios event in 2017.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

IAB frequently publishes white papers and research on marketing and technological trends.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$260 - Amtrak \$105 - Chartered van ground transportation	N/A	\$65	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves a one-day event that is arranged or organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

The annual NewFront digital advertising trade show is held in New York City and the offices of several IAB member companies are located in New York City.

19. Name and location of hotel or other lodging facility:

20. Reason(s) for selecting hotel or other lodging facility:



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

~~The daily expenses for travel, and other expenses provided to participants will be less than the maximum~~  
per diem rates, as set by the GSA. The expenses for meals slightly exceeds the maximum  
per diem rate and this is due to higher catering costs in downtown New York City.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach class train transportation and chartered van ground transportation will be provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.)

Signature of Travel Sponsor: 

Name and Title: Randall Rothenberg

Name of Organization: Interactive Advertising Bureau

Address: 116 E. 27th Street, 7th Floor, New York, NY 10016

Telephone Number: (212) 380-4717

Fax Number: (212) 545-8789

E-mail Address: Randall@iab.com

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First Name	Last Name	Office	Office	mittee	Reason for Invitation
John	Branscome	Staff Director	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As the Staff Director for the Subcommittee, Mr. Branscome works on issues related to consumer protection, digital advertising and privacy.
	Cort	Senior Professional Staff Member	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As a senior professional staff member on the Subcommittee, Mr. Bush works on issues related to consumer protection, digital advertising and privacy.
Ananda	Coyne	Senior Advisor	Office of Senator Dan Sullivan	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Ms. Coyne works on issues related to digital advertising and privacy.
Crystal	Dollina Tully	Policy Director and Counsel	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As Policy Director and Counsel on the Subcommittee, Ms. Dollina Tully works on issues related to consumer protection, digital advertising and privacy.
Scarlet	Doyle	Senior Legislative Assistant	Office of Senator Dean Heller	Senate Committee on Commerce, Science, and Transportation	As senior legislative assistant, Ms. Doyle works on issues related to digital advertising and privacy.
Peter	Feldman	Senior Counsel	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As the senior counsel for the Subcommittee, Mr. Feldman works on issues related to consumer protection, digital advertising and privacy.
Christian	Field	Chief Counsel	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As chief counsel to the Subcommittee, Mr. Field works on issues related to consumer protection, digital advertising and privacy.
Victoria	Flood	Legislative Assistant	Office of Senator Shelley Moore Capito	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Ms. Flood works on issues related to digital advertising and privacy.
Joel	Kelsey	Chief of Staff	Office of Senator Richard Blumenthal	Senate Committee on Commerce, Science, and Transportation	As Chief of Staff, Mr. Kelsey oversees all of the Senator's work, including on issues related to digital advertising and privacy.
Summin		Technology Policy Advisor	Office of Senator Brian Schatz	Senate Committee on Commerce, Science, and Transportation	As Technology Policy Advisor, Ms. Kim works on issues related to digital advertising and privacy.
Matt	Klapper	Chief of Staff	Office of Senator Cory Booker	Senate Committee on the Judiciary	As Chief of Staff, Mr. Klapper oversees all of the Senator's work, including on issues related to digital advertising and privacy.
Sam	Love	Legislative Assistant	Office of Senator Cory Gardner	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Mr. Love works on issues related to digital advertising and privacy.
Sean	McLean	Legislative Assistant	Office of Senator Ted Cruz	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Mr. McLean works on issues related to digital advertising and privacy.
Erika	Mortuugu	General Counsel	Office of Senator Tammy Duckworth	Senate Committee on Commerce, Science, and Transportation	As General Counsel, Ms. Mortuugu works on issues related to digital advertising and privacy.
Cherlyn	Pascoe	Senior Professional Staff Member	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As a senior professional staff member on the Subcommittee, Ms. Pascoe works on issues related to consumer protection, digital advertising and privacy.
Sydney	Paul	Legislative Counsel	Office of Senator Gary Peters	Senate Committee on Commerce, Science, and Transportation	As legislative counsel, Ms. Paul works on issues related to digital advertising and privacy.
Merle	Petek	Legislative Assistant	Office of Senator Ron Johnson	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Ms. Petek works on issues related to digital advertising and privacy.
Matthew	Plaster	Professional Staff Member	Senate Committee on Commerce, Science, and Transportation	Senate Committee on Commerce, Science, and Transportation	As a professional staff member on the Subcommittee, Mr. Plaster works on issues related to consumer protection, digital advertising and privacy.
Lindsay	Solis Jensen	Legislative Assistant	Office of Senator Dan Sullivan	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Ms. Jensen works on issues related to digital advertising and privacy.
Kara	Van Stralen	Senior Policy Advisor	Office of Senator Maggie Hassan	Senate Committee on Commerce, Science, and Transportation	As Senior Policy Advisor, Ms. Van Stralen works on issues related to digital advertising and privacy.
Joseph	Wender	Senior Policy Advisor	Office of Senator Ed Markey	Senate Committee on Commerce, Science, and Transportation	As Senior Policy Advisor, Mr. Wender works on issues related to digital advertising and privacy.
Anna		Legislative Assistant	Office of Senator Richard Blumenthal	Senate Committee on Commerce, Science, and Transportation	As legislative assistant, Ms. Yu works on issues related to digital advertising and privacy.
Eric	Einhorn	Senior Counsel for Technology and Communications Policy	Office of Senator Brian Schatz	Senate Committee on Commerce, Science, and Transportation	As senior counsel for technology policy, Mr. Einhorn works on issues related to digital advertising and privacy.



JOHNNY ISAKSON, GEORGIA, CHAIRMAN  
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PAT ROBERTS, KANSAS  
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DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR  
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220  
SECOND AND CONSTITUTION AVENUE, NE  
WASHINGTON, DC 20510-6428

TELEPHONE: (202) 224-2881  
FACSIMILE: (202) 224-7410  
TDD: (202) 224-3763

# United States Senate

## SELECT COMMITTEE ON ETHICS

April 19, 2018

Eric Einhorn  
Office of Senator Brian Schatz  
United States Senate  
Washington, DC 20510

Dear Mr. Einhorn:

This responds to your recent correspondence concerning an invitation you received to travel on a fact finding trip to New York, New York on May 2, 2018, sponsored by Interactive Advertising Bureau (IAB). IAB certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, IAB has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist will accompany you on *any segment of your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, IAB is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

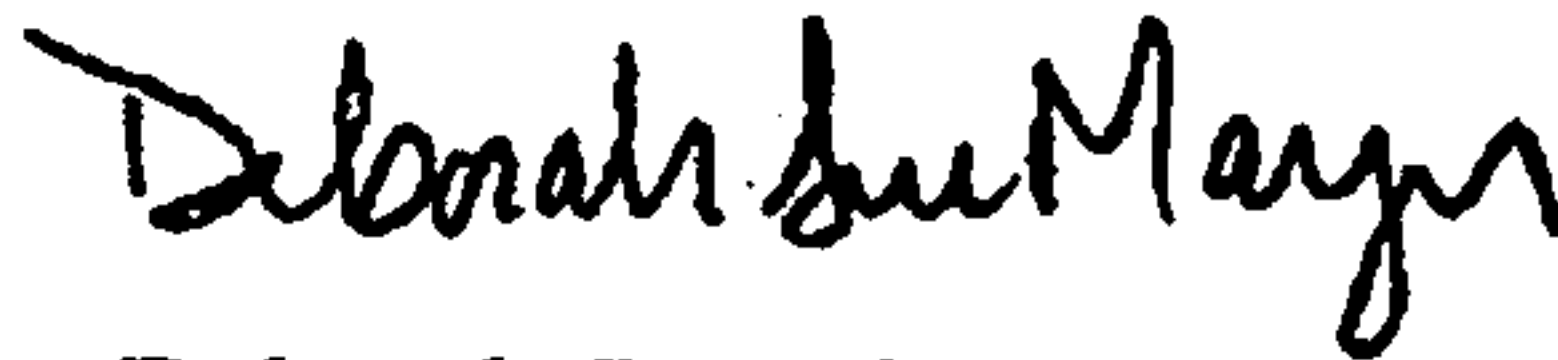
<sup>2</sup> The term "any segment of your trip" has a specific definition. See *id.* at 3.

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Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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<sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

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